

FOIA STATUS REQUEST

From:

To: IMCOM FOIA Requester Service Center
ATTN: IMHR-A
US Army Installation Management Command
2511 Jefferson Davis Highway
Arlington, VA 22202

Subject: STATUS OF FOIA REQUEST

Encl: (1) FOIA Request
(2) Letter of Acknowledgement

1. Enclosure 1 is a copy of a FOIA request that I submitted to [installation name] on [date] via [letter, email, fax].

2. To date:

☐

I have only received a letter of acknowledgement and was assigned case number _____. See enclosure 2.

☐

I have not received a letter of acknowledgement.

☐

I have not received a response.

☐

Other [provide additional information]. _____

3. Please provide me with a status regarding the processing of my request.

4. Please contact me at:

☐

Address: _____

☐

By telephone (area code): _____

☐

By email: _____